



The Washington State Arts Commission cultivates a thriving environment for creative expression and the appreciation of the arts for the benefit of all.

Program Manager: Grants to Organizations

Olympia, Washington

A Washington Management Service Recruitment

Salary: WMS Band 1 \$36,320 – \$50,124

Closes: June 27, 2005 or until filled

Anticipated Start Date: August 2005

About the Agency:

The arts are essential to the quality of life for all of Washington's citizens. The Washington State Arts Commission, a small state agency, is dedicated to the support, promotion, growth, development, and preservation of the arts within the state. The Commission strives to foster artistic merit and ensure accessibility to all citizens of the state.

Role and Responsibilities:

The Washington State Arts Commission is seeking an experienced arts administrator to advance programs and policies that strengthen arts organizations in Washington state. The position will manage the agency's grants to organizations programs, and will participate in other activities that support the mission of the agency.

This position will manage programs distributing public funds to nonprofit and public organizations for specific cultural services that benefit the public: Institutional Support Program, Organizational Support Program, Project Support Program and Cooperative Partnerships. Responsibilities include formulating policies and advising policy makers; coordinating the application process including developing guidelines, screening applications; facilitating peer panel review processes; determining grant contract amounts; maintaining budgets; preparing and managing contracts; evaluation and analysis of data; ensuring compliance with laws, policies and procedures.

Additional responsibilities include:

- Serves as staff liaison for committee/s of the Commission.
- Participates in agency-wide planning processes.
- Provides technical assistance, training, and other support to facilitate service delivery to arts organizations.
- Works with communications manager to provide and maintain accurate, useful and timely information in agency publications (print and electronic).
- Represents the agency in public meetings, training events, other sessions.
- Assists in developing, implementing and monitoring the annual budget and strategic plan.
- Serves as agency liaison with statewide, regional and national arts organization partners.

In 2006, this position will play a key role in transitioning agency grant application processes to an online grant system, working with the agency communications manager and other staff, as well as technology vendors and service providers.

The position is based in Olympia and reports to the Executive Director.

Desirable Education, Skills and Attributes:

We are most interested in applicants who meet or exceed the following criteria:

- A Bachelor's degree in art or arts administration or closely allied field, and at least three years of professional experience in arts administration, grant-making or related experience.
- Experience or education in at least two arts disciplines (e.g. performing, visual, literary and media arts).
- Proficiency and experience with MS Office including MS Access, Word and Excel.
- Professional understanding and appreciation of artists, arts organizations and the artistic process; nonprofit organizations and local arts agencies; grantwriting and fundraising; provision of cultural services.
- Strong administrative and management skills, including ability and desire to work with overlapping timelines, complex information flow, multiple budgets and projects, and with high levels of responsibility and accountability. Commitment to public service and public policy.
- Demonstrates creative thinking, vision, positive outlook and good humor. Works well independently and collaboratively. Agency teamwork is essential.
- Ability to interpret and analyze narrative, budget and statistical information and to convey such information effectively to various audiences using written, graphic and oral communication.
- Experience in evaluation; policy development; program and project development and management; analysis, review, and making funding recommendations for grants.
- Experience working with the public: soliciting input, interpreting guidelines and policies; assisting with grant applications; providing resource information; providing staff support for committees; speaking publicly before community groups and officials.

Application process

To apply, submit a letter of interest, current resume and three professional references with current phone numbers. Please provide specific details about your training, experience and your knowledge and abilities related to the position and desirable qualifications. Application packets must be received no later than 5 PM, June 27, 2005; the hiring authority reserves the right and may exercise the option to make a hiring decision prior to this close date. Candidate evaluation will be ongoing, and it will be to the applicant's advantage to submit materials as soon as possible. Send application packets to:

Kris Tucker, Executive Director
Washington State Arts Commission
711 Capitol Way South, Suite 600
PO Box 42675
Olympia WA 98504-2675

You may also fax your application packet to 360-586-5351 or e-mail your packet to krist@arts.wa.gov. For information please call Kris Tucker at 360-586-2423. Letters and resumes will be screened and only those candidates with the most relevant work experience and training will be interviewed.

The Washington State Arts Commission is an equal opportunity employer. Persons with disabilities needing accommodation in the application process, or those needing this announcement in an alternative format may call Kathleen Oest at 360-753-3860.